



# CORYDON COMMUNITY CENTRE



## Tiny Tots Operating Policies

### *Hours of Operation*

The school operates from September 9, 2019 to June 5, 2020. There will be no classes December 23, 2019 – January 3, 2020 (winter break) or March 23-27, 2020 (spring break). The school runs from 9:10 a.m. to 11:10a.m, Monday to Thursday.

### *Registration Package*

Registration Forms, Copy of Operating Policies, Fee Schedule & Forms

### *Finance*

Mondays	(31 classes):	\$306.90 per year
Tuesdays	(35 classes):	\$346.50 per year
Wednesdays	(34 classes):	\$336.60 per year
Thursdays	(35 classes):	\$346.50 per year

*All registrations are subject to the annual participation fee in addition to the fees stated above. This is a one-time fee applied to each child registered.*

1. If the child is withdrawn before the end of the year, fees will be refunded from the end of the current month.
2. Payment will be made upon registration in accordance with the terms and schedule on page 9 and 10 of this document unless prior arrangements are made with the Program Coordinator.
3. No refunds will be allowed for illness unless it is of such serious nature that the child is forced to withdraw from the entire session.
4. If a child is absent from school for a prolonged time due to vacation, fees for that period cannot be returned.
5. Should Corydon Community Centre Tiny Tots deem necessary to terminate the stay of any child or parent (co-teacher) in the program, a partial refund may be issued.
6. Upon withdrawal from the program, all privileges are forfeited.

## *Insurance*

The Tiny Tots program is insured under the City of Winnipeg.

## *Staff*

1. The staff will consist of one teacher and one co-teacher if the class is over 10 children.
2. In case of illness of the teacher, the Tiny Tots participants will be notified and a later date for the class will be scheduled or, if not enough time is permitted during the session to make up the class, registration money for that class will be refunded.
3. The teacher will be responsible for setting up the program with the available resources.
4. Qualifications for employment: Early Childhood Educator Level II or III or approved by the Child Day Care Office. Meet all current Day Care Licensing regulations.
5. Terms of employment. The teacher will be responsible to the Program Coordinator and General Manager of Corydon Community Centre and its Board of Directors. Any comments about the Tiny Tots program are welcomed. **You may contact the Program Coordinator during regular office hours at 204-488-7000 or coconnor@corydoncc.com (Monday to Friday).**
6. The teacher's responsibility begins when the child enters the room with the parent and the parent is acknowledged by the teacher. The teacher's responsibility ends when the parent enters the room to pick up the child and is acknowledged by the teacher.

## *Health and Safety Procedures*

1. The procedure when a child is ill will be to contact the parent and ask that the child be picked up.
2. The procedure when a child is injured will be to contact the parent first, then the child's doctor. If neither is available, the child will be taken to the nearest emergency hospital ward.
3. The administration of medication will occur only upon the parent's consent and only by staff.
4. Evacuation procedures in case of fire will be that of Corydon Community Centre. Fire Drills will be held in conjunction with the Centre and in accordance with the regulations governing Corydon Community Centre and the Child Day Care Office (one per month).

5. If a teacher considers a parent or guardian to be under the influence of drugs or alcohol when picking up a child, alternative pickup arrangements will be made for the child to be released from the Tiny Tots program.

### ***Enrollment and Criteria***

1. The ages for enrollment will be two (2) years to five (5) years old (they must be 2 for the start of the program). If children are not toilet trained arrangements must be made with the Director.
2. If you have custody or separation arrangements, the staff should be made aware of this and, if applicable, the staff will be provided with a copy of any/all court orders.

### ***Inclusion Policy***

Our program accepts and is accessible to all children – regardless of their developmental needs. Opportunities are provided for all children to participate in developmentally appropriate activities with peers. Input from parents and other professionals is a component of supporting children with additional support needs. Professional development on various disabilities and inclusion is part of annual training.

### ***Volunteers***

Parents may be called upon from time to time to help out during the program if a special event occurs and extra assistance is needed. Corydon Community Centre is a non-profit organization and any assistance is appreciated.

### ***Missed Day Policy***

In the case of closures due to natural disasters or situations outside of the Corydon CC's control, Tiny Tots participants will be notified as soon as possible, however the missed classes will not be made up.

**TO REGISTER, PLEASE COMPLETE PAGES 4 – 9 AND RETURN TO CORYDON CC**

## Tiny Tots Preschool Program

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Birth Date (dd/mmm/yy) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Gender:  Male  Female

Mother's Name: \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Medical # \_\_\_\_\_ PHIN #: \_\_\_\_\_

Allergies: \_\_\_\_\_

Special Needs/Concerns: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE BE KIND TO INFORM US IF ANY OF THE ABOVE INFORMATION CHANGES.**

**TINY TOTS PRESCHOOL  
Authorization for Pickup**

Child's Name: \_\_\_\_\_

**Please indicate who can pick-up your child other than parents or emergency contacts.**

**Name:**

**Relationship to Child:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CORYDON COMMUNITY CENTRE

## Corydon Community Centre Tiny Tots Program - Parent Agreement



1. I agree with the registration form and the operating policies. Cheques are made payable to Corydon Community Centre. No refund will be made for illness unless it is of such serious nature that the child is forced to withdraw for the entire session. No refunds are given for absent days. There will be a \$30.00 charge for NSF cheques.  
**Yes\_\_ No\_\_**
2. I give permission for my child to take part in activities planned by Corydon Community Centre Tiny Tots Staff.  
**Yes\_\_ No\_\_**
3. Should an accident, loss, damage or theft of any belongings occur, I release Corydon Community Centre Tiny Tots program from any liabilities.  
**Yes\_\_ No\_\_**
4. I understand that should I withdraw my child early from the program, I will be issued a pro-rated refund from the end of the current month.  
**Yes\_\_ No\_\_**
5. Should Corydon Community Centre Tiny Tots program deem it necessary to terminate the stay of any child or parent in the program, then a pro-rated refund will be returned.  
**Yes\_\_ No\_\_**
6. I agree to support the fundraising as deemed necessary throughout the year.  
**Yes\_\_ No\_\_**
7. I agree to have pictures and video taping of my child to be taken at Corydon Community Centre Tiny Tots activities (parties, concert, graduation, etc.)  
**Yes\_\_ No\_\_**
8. As a member of Corydon Community Centre Tiny Tots program, I will abide by all the regulations set forth by the operating policies.  
**Yes\_\_ No\_\_**
9. Is it okay for your child to be indirectly supervised going to the bathroom? Staff person will watch from door to playroom.  
**Yes \_\_ No \_\_**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# CORYDON COMMUNITY CENTRE



Please place a check mark beside which days you are interested in attending the Tiny Tots program. To ensure the sessions/days you requested please return your registration forms promptly. Registrations are accepted on a first come, first serve basis.

Full Payment must be made with the registration, or a deposit of \$75 at time of registration with post-dated cheques for the first of each month per the attached schedule. A preauthorized credit card payment schedule can be used instead of post-dated cheque (form enclosed). The \$75 deposit will be applied towards the first payment(s).

## Morning Classes: 9:10 am - 11:10 am

Sessions per week:     Monday     Tuesday     Wednesday     Thursday

### PROGRAM COST:

Mondays	(31 classes):	\$306.90 per year
Tuesdays	(35 classes):	\$346.50 per year
Wednesdays	(34 classes):	\$336.60 per year
Thursdays	(35 classes):	\$346.50 per year

*All registrations are subject to the annual participation fee in addition to the fees stated above. This is a one-time fee applied to each child registered.*

### PAYMENT SCHEDULE:

Fees may be paid in one of three ways:

**1) Total fees for the year**

**2) ½ Term September 2019 and ½ Term January 2020**

a. Mondays:

- September \$128.70, plus \$25.00 participation fee
- January \$178.20

b. Tuesdays

- September \$138.60, plus \$25.00 participation fee
- January \$207.90



# CORYDON COMMUNITY CENTRE



- c. Wednesdays
  - September \$138.60, plus \$25.00 participation fee
  - January \$198.00
- d. Thursdays
  - September \$138.60, plus \$25.00 participation fee
  - January \$207.90

**3) Post-dated cheques or Visa/MasterCard payments – 1 each month – September through June, with a non-refundable deposit of \$75.00 to hold your spot (the \$75.00 will be taken off your first months payment.) All registrations are subject to the annual participation fee in addition to the fees stated below.**

Mondays:

September: \$39.60  
October: \$29.70  
November: \$29.70  
December: \$29.70  
January: \$39.60  
February: \$29.70  
March: \$39.60  
April: \$29.70  
May: \$29.70  
June: \$9.90

Tuesdays:

September: \$29.70  
October: \$39.60  
November: \$39.60  
December: \$29.70  
January: \$39.60  
February: \$39.60  
March: \$39.60  
April: \$39.60  
May: \$39.60  
June: \$9.90

Wednesdays:

September: \$29.70  
October: \$39.60  
November: \$39.60  
December: \$29.70  
January: \$39.60  
February: \$39.60  
March: \$29.70  
April: \$39.60  
May: \$39.60  
June: \$9.90

Thursdays:

September: \$29.70  
October: \$39.60  
November: \$39.60  
December: \$29.70  
January: \$39.60  
February: \$39.60  
March: \$29.70  
April: \$49.50  
May: \$39.60  
June: \$9.90





# CORYDON COMMUNITY CENTRE



## Preauthorized Credit Card Payment Authorization Form

I authorize Central Corydon Community Centre (o/a Corydon CC) to charge my credit card identified below, on or around the 1st business day of each month identified in the schedule below, for the amounts and registration/billing detailed below. The entry on my credit card statement will constitute a receipt. The monthly credit card option may be discontinued by Corydon CC or me upon written notice.

\_\_\_\_\_  
Card holder Signature

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Card holder printed name

\_\_\_\_\_  
Phone or Email Contact information

Visa : \_\_\_\_\_ / \_\_\_\_\_ exp \_\_\_\_\_ cvc #

MasterCard : \_\_\_\_\_ / \_\_\_\_\_ exp \_\_\_\_\_ cvc#

Program:   Tiny Tots  

Monthly amount varies, based on program usage

Registrant Name: \_\_\_\_\_

Month	Amount**

Month	Amount**

\*\*Some programs, such as Kids Klub, are based on program usage. In this case, check the box above indicating monthly charges vary according to program usage and do not fill in an amount.

\*\*\*Payments will come out the first business week of the month